



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND VACANCY ANNOUNCEMENT

POSITION: Administrative Specialist

OPENING DATE: June 24, 2015

DUTY STATION: Baltimore, Maryland

CLOSING DATE: July 8, 2015 *

SALARY: CL 23 (\$34,441 - \$55,981)

CL 24 (\$38,144 - \$61,994) College degree plus one year of specialized experience

Possible promotion potential to CL 25 (\$42,114 - \$68,499) without further competition

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the full-time position of Administrative Specialist. The Administrative Specialist performs administrative and human resources support services for the executive office. The incumbent ensures the efficient management and support of events, meetings, correspondence, reports, and daily functions of the executive office.

Duties include, but are not limited, to the following:

- Provide administrative support for executive office, including preparing and editing executive correspondence, documents, and reports; maintaining personal calendars and scheduling meetings for executive office; arranging travel and preparing related documents; and assisting in the preparation and distribution of meeting agendas and materials.
- Answer routine inquiries and provide assistance to the public, judges and their staff, other court support units, other courts, and members of the bar, maintaining the confidentiality of sensitive matters. Research inquiries and develop responses for the executive team or responds directly, as delegated.
- Administer and maintain the court's administrative calendar. Track and monitor calendars, projects, and issues for the executive office, including monitoring local and national reporting deadlines.
- Provide administrative and technical support for human resources programs, including processing human resources actions and administering leave and timekeeping functions.
- Coordinate conferences, meetings, and court and judicial ceremonies, including activities such as site planning, logistics, printing, security, and refreshments.
- Provide administrative and operational support as needed for regular court functions and special projects.

Qualifications and Requirements:

- Ability to exercise good judgment, act with diplomacy, and maintain confidentiality.
- Demonstrated experience handling and maintaining sensitive and confidential information and materials
- Proficiency in Microsoft Office Suite.
- Ability to communicate effectively, both orally and in writing, with persons with varying experiences and backgrounds. Excellent interpersonal skills.
- Excellent organizational and administrative skills; accuracy and attention to detail essential. Ability to manage multiple tasks, priorities, and deadlines.
- Excellent analytical, problem solving, critical thinking and research skills.

Preferred Skills:

- Completion of a four-year undergraduate degree.
- Strong independent writing skills.
- Knowledge of federal court operations, including familiarity with CM/ECF and Lotus Notes.

How to apply:

Submit resume and a cover letter stating the reason for your interest in the position
as a single PDF document to: jobs@mdd.uscourts.gov

***To ensure consideration, resumes must be received no later than 5:00 p.m. on July 8, 2015.**

- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice. Applications submitted for this position may be considered for similar positions that may occur within 90 days from date position is filled.